

APPLICATION FOR RECORDS RETENTION SCHEDULE

Georgia Department of Labor Employment Security Agency Administrative Services Division Records Management and Controls

pleting this form. After Division	s Management Officer of the Agency's Records Management and Director/Designee has signed the form, forward original to Americal Drive, S. W., Atlanta, Georgia 30303. Attention:	Administrative Services I	Division, Records		
FOR AGENCY USE	1. Agency Address	FOR RECORDS	FOR RECORDS MANAGEMENT USE		
Application Date	Unemployment Insurance Division	Application Number			
i i	Georgia Department of Labor	82-			
Application	256 Washington St		· ·		
Application Number	Atlanta, Ga 30334	APR 6 1982	Date Completed APR 1 6 1982		
2. Person to Contact	Working Title		Telephone Number		
Pau	Spencer - Clerk -		377-5161		
3. Action Requested	4				
a. 💢 Establish Retentior	Schedule; record will continue to accumulate.				
b. Dispose of present	accumulation; no further accumulation anticipated.				
c. Amend Application	No Check One: Change;	☐ Supercede; ☐] Void		
4. Dates of Series Earliest Latest	5. Records Series Title (followed by title used in office; if d	ifferent)			
1981	Trade Readjustment Act Paid Check Fil	les	,		
6. Division and Office Function	What is the function of the Division and the Office	e in which this record so	eries is created?		
The Inemples	ment Insurance Division administers an em				
	e unemployment of those persons through n		_		
7. Record Series Description	This file contains the following documents (inclus	de form numbers and tit	les, it any):		
Documents relating to:	Attach samples of the file. Payment of TRA Claims	•			
Documents relating to.	Cancelled Checks		•		
	by date of issuance, then numeric	cal order	·		
Included are:	by date of issuance, then numer to	Jai Oidei			
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		•			
•			•		
₽ \$					
File is arranged:					
		= <u></u>			
8. Monthly Reference Rate	How often are records referred to which are:		*		
One to six months old	10; Seven to twelve months old 10; Thirteen	to twenty-four months	old;		
twenty-five months and olde	r7				
9. Annual Rate of Accumulation					
Letter-size drawers	; Legal-size drawers; Shelves;	Other (specify) 160	ct.		
		, in the second			

a. Is this the official copy of the series? If not, where is 15 If not, where is 16 If not, where is 1	YES	NO	10. Questionnaire (Pla	ce an "X" in the proper colu	mn)						
b. Does the series contain contribution information requiring security handling? If yes, cite law or regulation. C. Is this a vital record?			a. Is this the official copy of the series?								
Jose this series have historical or long term research value? John one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? John one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately? John one or two good countered in this series ever analyzed and/or recorded in a nummarized report? John of the series of a supplication of this series in your office, or in another office or agency? John of the series for a major portion of it, separately microfilmes? John of the series for a major portion of it, separately microfilmes? John of the series for a major portion of it, separately microfilmes? John of the series for a major portion of it, separately microfilmes? John of the series for a major portion of it, separately microfilmes? John of the series for a major portion of it, separately microfilmes? John of the series for a series for a major portion of it, separately microfilmes? John of the series for a series for a series for a series for a series for series for a series for series for series for portion of it, separately microfilmes? John of the series of the series for portion of series for series for series face ords Center, hold year(s), then Transfer to local holding area; hold year(s), then Transfer to local holding area; hold year(s), then Transfer to State Archives for parmanent retention. John of the series of series for series face ords Center hold year(s), then John of the series	<u>V</u>			n confidential information re	quiring security handling? I	f yes, cite law or regulation). _{.(}				
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Does the record series result in a computer printout? **Lift **Just** **Lift** **Just** **J			•	of this series in your office, c	r in another office or agency?						
11. Retention Requirements a. State Law years. b. Statute of limitation years. c. Federal Law years. d. Administrative need 3. 25 years. c. Federal Law years. f. Federal retention instructions years. Attach copy or excert of laws or regulations. Explain administrative need. 12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each: Calendar Year: Fiscal Year; Bother then. Hold in the current files area month(s) year(s); then Transfer to local holding area; hold year(s); then Transfer to State Records Center; hold year(s); then Destroy. Transfer to State Archives for permanent retention. Other (Specify) Cut off files at end of month, hold in current files area one month, transfer to State Records Center hold three years and one quarter, and then destroy. These instructions apply to all prior and future accumulations of the series. Division Director (Signature) Date State Archives (Signature) State Archives (Signature)	/.	V									
a. State Law years. d. Audit period	<u>/</u> _	Datas		The state of the s							
b. Statute of limitation	11,	neten	tion nequirements	The following requires (ne series to be kept.						
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